



GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

Budget & Finance Committee

Thursday, January 19, 2012 – 6:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. Continued Business:

- A) CC2011-035 (Hardy) City of Gloucester through its Budget & Finance Committee work with Community Development Department & DPW to find a way to fund and construct permanent, four season, comfort Stations (bathrooms along Stacy Boulevard and the Harbor Walk (Cont'd from 11/17/11)
- B) Special Event Application Fee – charges (Cont'd from November 2011)
- 2. *Memorandum from DPW Director re: Supplemental Appropriation (#2012-SA-6) in the amount of \$300,000*
- 3. *Memorandum from Mayor re: Free Cash Appropriation in the amount of \$30,000 to Fire Department*
- 4. *Memorandum from DPW Director re: City Council acceptance of STAG Grant in the amount of \$485,000*
- 5. *Memorandum from CAO and Special Budgetary Transfer Request (#2012-SBT-10) for Emergency Management Director's Compliance and Coordination Plans*
- 6. *Memorandum, Grant Application, Checklists and Resolutions from Community Development Director re: two 2011 PARC grants from Massachusetts Division of Conservation Services*
- 7. *CC2012-001(Hardy) Review salary of the office of the Mayor as in accordance with City Charter, Art. 3, Sec. 3-1(c) and amend GCO Sec. 2-54 accordingly*
- 8. *CC2012-003 (McGeary, Tobey, Verga & Whynott) Resolution re: FY13 Budget*
- 9. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

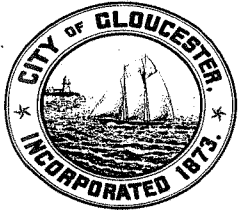
Councilor Paul McGeary, Chair
Councilor Joseph Ciolino, Vice Chair
Councilor Melissa Cox

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
Jeffrey Towne
Linda T. Lowe
Mike Hale
Sarah Garcia

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER:	#CC2011-035
Councillor	Jackie Hardy


DATE RECEIVED BY COUNCIL: 08/09/11
REFERRED TO: B&F

ORDERED that the City of Gloucester, through its Budget and Finance Committee, work with the Community Development Department and the DPW to find a way to fund and construct permanent, four season, comfort stations (bathrooms) along Stacy Boulevard and the Harbor Walk.

Councillor Jackie Hardy
Ward 4

LAW DEPARTMENT OPINION

TO: Dana Jorgensson, Clerk of Committees

FROM: Suzanne P. Egan 
General Counsel

RE: Special Event Fees

DATE: December 5, 2011

This is in response to the Budget and Finance Committee's request for a legal opinion as to whether the City Council may charge a different special event permit fee for charitable organizations versus commercial organizations. Under its police powers in the interest of public health and safety, the city may enact an ordinance requiring a permit for holding special events. The fee for such a permit may differ based upon whether the applicant is a charitable or veteran's organization or a business.

MGL c. 101, sections 1-30, authorizes the city through an ordinance to charge different fees for hawkers and peddlers and transient vendors licenses based upon whether the applicant is a charitable or veteran organization. Section 11-17 of the Code of Ordinances provides that charitable and veteran's organizations may be charged less than other vendors and hawkers and peddlers. Likewise, the Council may enact an ordinance requiring a permit to hold a special event. The associated fees may be contingent upon whether the applicant is a charitable organization.

Public Works
28 Poplar Street
Gloucester, MA 01930



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FAX 978-281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: Jim Duggan, Chief Administrative Officer
FROM: Mike Hale, DPW Director *Michael B. Hale*
RE: Supplemental Appropriation
DATE: December 27, 2011

I am submitting a request to appropriate \$300,000.00 from the Water Construction Renewal Account, 61000010480, to the Water Equipment Maintenance Account, 610000104505246, be sent to the City Council for appropriate action. These funds will be used to repair defective equipment at both the Babson filtration plant and the Haskell Reservoir pump station.

I will be available for any questions that may arise from the City Council. Thank you.

Budget: SUPLWTCR

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2012

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 2012-SA- 6 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____

DPW

APPROPRIATION AMOUNT: \$ _____

300,000.00

Account to appropriate from:

Unifund Account #

610000.10.480.32620.0000.00.000.00.000

Account Description

Water Construction Renewal

Balance Before Appropriation

\$

639,237.00

Balance After Appropriation

\$

339,237.00

Account Receiving Appropriation:

Unifund Account #

610000.10.450.52460.0000.00.000.00.052

Account Description

Water Equipment Maintenance

Balance Before Appropriation

\$

-

Balance After Appropriation

\$

300,000.00

DETAILED ANALYSIS OF NEED(S):

Funds needed for repairs to defective equipment at Babson and
Haskell's.

APPROVALS: for

DEPT. HEAD: _____

ADMINISTRATION: _____

BUDGET & FINANCE: _____

CITY COUNCIL: _____

DATE: 12/28/11

DATE: 1/3/12

DATE: _____

DATE: _____

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: City Council
FR: Mayor Kirk
RE: Fire Department OT
DT: January 4, 2012

Councilors,

As you know, contract negotiations with the Fire Department are proceeding. We will make another attempt at mediation, scheduled for the third week in January, to settle the contract rather than proceed directly to binding arbitration. As has been reported, the overtime account has been depleted for this fiscal year.

In the meantime, however, the Administration is only comfortable with making an interim request for a supplemental appropriation for overtime to cover emergencies and manning to 14 between January 5, 2012, and February 14, 2012. I respectfully request the appropriation of \$30,000 from General Funds Unreserved Fund Balance ("Free Cash") for Personnel Expenses to pay for Fire Department Salary/Wages-Overtime. This figure was arrived at by calculating the existing deficit and analyzing historical data on the overtime expenses for this time period.

Please refer to Budget and Finance for their review and approval. Thank you.

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785

FAX 978-281-3896

mhale@gloucester-ma.gov

CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

RECEIVED

DEC 27 2011

Mayor's Office

TO: Jim Duggan, Chief Administrative Officer
FROM: Michael Hale, Director of Public Works *MH*
DATE: 26 December 2011
SUBJECT: Acceptance of STAG grant \$485,000

Please consider this memorandum a formal request for the acceptance of the STAG Grant for the amount \$485,000.00, to be applied to design services for Phase 1 of the Waste Water Treatment Plant Project. As you are aware, this project received federal funding through the American Recovery and Reinvestment Act and is eligible through the Massachusetts Water Pollution Abatement Trust for low interest loans for construction and construction administration related costs. The STAG grant will be used to offset non-eligible costs related to the project, specifically engineering design services.

Please see the attached STAG Grant Application to supplement this submission. Should you have any questions, please do not hesitate to contact my office.

STAG Grant Application

Project: Wastewater Treatment Plant Improvements, Phase I, Gloucester, Massachusetts

Narrative Statement

I. Project Statement, Scope of Work/Work Plan

1. Objective Narrative

The project involves upgrades and improvements to the existing wastewater treatment plant on Essex Avenue, which was constructed in 1984. Failures of systems and equipment have been increasing and permit violations have occurred. As the result of ongoing issues, the City negotiated Administrative Consent Order ACOP-NE-09-1N002 with MassDEP (attached). The ACOP required that construction of Phase I be complete by March 31, 2011. The Notice to Proceed for Phase I was signed on January 8, 2010.

Phase I work includes upgrades to solid handling systems (new rotary press, screw conveyors, polymer and odor control systems, rehabilitated sludge holding tanks and both gravity thickeners, new primary sludge pumps, new sludge thickening pumps, and associated piping and appurtenances); clarifier no.2 scum removal improvements; new effluent pumps and valves; and a new influent sampling station.

(a) Primary and Secondary Project Objectives:

The objectives of this project are to meet the requirements of the ACOP and to increase reliability, improve performance, reduce permit violations, and eliminate system and equipment failures.

(b) Needs and Environmental Benefits

Permit limits have been exceeded on occasion, including fecal coliform bacteria, chlorine residual (aquatic toxicity) and fats oils and grease (FOG). In addition, raw sewage overflows have resulted in bacterial, aesthetic, turbidity, DO, and nutrient pollution in the Annisquam River.

Raw sewage overflows have affected both recreational and commercial fishery (clamming) operations in the Annisquam River and Gloucester Harbor which are designated as shellfish growing areas and lobster harvest zones by the Massachusetts Division of Marine Fisheries. Gloucester Harbor is part of the North Shore Ocean Sanctuary in accordance with MGL c.132A, s.13. Both the New England Fisheries Management Council and the Mid-Atlantic Fisheries Management Council have designated essential fish habitats in Gloucester waters. The project will significantly reduce or eliminate negative impacts on these resources by improving plant reliability.

(c) Relevant Physical, Economic, Social, Financial, and Institutional Problems

N/A

STAG Grant Application

Project: Wastewater Treatment Plant Improvements, Phase I, Gloucester, Massachusetts

(d) Supporting Documentation from Concerned Interests Other Than the Applicant

N/A

(e) Relevant Data from Planning Studies

As required by the ACOP, a Preliminary Design Report was submitted to and approved by MassDEP (see attached approval letter dated 8/25/09). The Preliminary Design Report was based on the findings of the Comprehensive Plant Evaluation that was done previously (attached are the MassDEP approval letters).

2. Level of Detail for Scope of Work/Work Plan

(a) Scope of Work (Details of project and how work will be accomplished, factors that could accelerate or curtail work, explanation as to why this approach was used, description of unusual project features, cost or time reductions, and extraordinary social and community involvement).

Camp Dresser & McKee, Inc. (CDM) designed Phase I and bids were opened on 10/29/2009 (see attached bid tabulation and copy of low bid). The contract was awarded to Penta Corporation on 12/29/2009 and the Notice to Proceed was signed 1/8/2010 (attached). As stated in the ACOP, the contractor was given until 3/31/2011 to complete the project.

(b) Available Facilities for Carrying out the Project

All work on this project occur at the Gloucester Wastewater Treatment Facility, 50 Essex Avenue, Gloucester MA 01930

(c) Project Funding Sources

Besides this STAG grant, this project is funded through the Applicant and "Other" sources. The "Other" sources are dollars from the American Recovery and Reinvestment Act of 2009 (ARRA) which provided 8.78% of funding for construction.

(d) Chronological Schedule of Progress and Anticipated Milestones

The anticipated milestone of this project is the completion date, detailed in the ACOP as March 31, 2011.

(e) Who will carry out each of the Work Plan Elements (Including supporting agencies, consultants, and contractors)

CDM will perform resident engineering services for this project and construction by Penta Corporation.

STAG Grant Application

Project: Wastewater Treatment Plant Improvements, Phase I, Gloucester, Massachusetts

(f) Sampling and Data Collection Procedures, Analytical Methods, and Methods to Evaluate Project's Results

N/A

II. Documenting Expected Environmental Results and Benefits Discussion

By improving plant reliability and operation, the project will reduce permit violations and reduce or eliminate raw sewage overflows. As a result, water quality standards will be met more often; designated uses of the Annisquam River will be negatively affected less often; and adverse impacts to Mass Bay and the Annisquam River will be reduced. Consequently, the project will substantially mitigate environmental and public health problems resulting from raw sewage overflows and permit violations.

III. Intermediate/End outcomes:

As discussed above.

City Hall
Nine Dale Ave
Gloucester, MA 01930




TEL 978-281-9700
FAX 978-281-9738
jduggan@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: January 3, 2012

Re: **Transfer Request for Consulting Services for Administrative Support for the Emergency Management Director's Compliance and Coordination Plans**

The contract for the administrative support for the Emergency Management Director (EMD) expired on December 31, 2011, and Massachusetts Procurement Laws prohibited an extension to the contract.

The Administration feels the administrative support to assist the EMD addressing emergency management compliance and coordination should continue. Therefore, I request that a transfer from the Special Reserve Account to the Civil Defense Department in the amount of \$9,600 be approved to cover the Scope of Services outlined below that will be included in a Request for Proposals.

1. Assists the Emergency Management Director (EMD) in collecting and compiling information to update and maintain the municipal Comprehensive Emergency Management Plan (CEMP) and its annexes.
2. Responsible for expanding and managing the Community Emergency Response Team (CERT) through community outreach.
3. Available to respond and manage the Emergency Operations Center when activated.
4. Creates training for existing and new CERT members; trains volunteers to become Emergency Operations Center staff.
5. Assists the EMD as needed in local and regional training events.
6. Assists the EMD in organizing and updating Gloucester's existing resource manual into one common location prior to populating the MEMA Statewide Resource Management System.
7. Assists the EMD in creating a remediation/response plan for the Gloucester Hazard Mitigation Plan.

8. Attends meetings, which the EMD cannot make.
9. Assists the EMD in creating an Emergency Operations Center for the City.
10. Assists the EMD in pursuing State and Federal funds for disaster recovery and mitigation grants.

For your convenience, I have included a list ongoing projects, areas of concern yet to be addressed and federally mandated annual updates which clearly illustrate the impact the administrative support has on the success of the Emergency Management needs of the community.

Please refer this matter to the Budget and Finance Committee for their review. Appropriate city staff will be available to answer any questions.

Thank you

Gloucester Emergency Management Nov 2010 - Nov 2011
Federally Mandated Annual updates
Annual update of the City Comprehensive Emergency Management Plan
Annual update of the City Hazard Mitigation Plan
Annual update of the Sara Title III Tier II Community Right to Know Hazardous Material reports <i>plans converted to electronic format and attached to the City Comprehensive Emergency Management Plan</i>
Ongoing Projects
Working with MEMA and NERAC to create a community evacuation plan-one of 18 communities identified as "at risk"
Pursuit of a Hazard Mitigation grant to alleviate Poplar Street flooding- potential \$500,000 grant
Working with the City Environmental Engineer to resolve access issues around the City watershed areas
Continued improvement of the Fuller School Emergency Operations Center
Steady consolidation of all of the city's emergency equipment at the EOC to be readily accessible for all departments
Steady improvement of the Fuller shelter for both people and their pets in accordance with FEMA mandates.
Continued expansion of the Community Emergency Response Team (CERT)
Continued training of CERT members in shelter operations
Initial and repeat training of CERT members in the operation of public information telephone bank for citizen calls
Implementation of joint CERT/Coast Guard Shoreline Missing Person Search Project
Expansion of CERT Lanesville hydrant mapping project to rest of the City
Creation of a FEMA Compliant Homeland Security Exercise and Evaluation Plan covering the next three years
Assist Gortons of Gloucester to create an Evacuation Plan as directed by their parent company
Assist the owners to meet DCR compliance order for Upper Banjo Pond High Hazard Dam
Create a Gloucester Continuity of Operations plan to provide for the emergency relocation of City Hall if needed
Create and input information for MEMA into the newly created city and State Resource management plan
Create a Municipal building evacuation plan for all municipal buildings
Completed the Cape Ann Emergency Planning Team Regional Hazardous Materials plan to be able to recertify team
Completed the Army Corps of Engineers critical facility survey of which facilities need what size emer generator.
Created a public/private partnership to provide confined space training to the FD
Started process of bringing City Information Technology (GIS) to EOC for use during an event
Conversion of a donated panel truck to be an Emergency Management utility vehicle
Major Areas of Concern yet to be addressed
School Safety plans: School Threat Assessment and Response System (STARS)

Evaluation and recommendations for improvement of current School Safety Plans, Shooter - Evacuation - Snatched child
Long Term Power outage plan:
Sheltering for extended duration - availability of fuel citywide-
Review and update of the City's multiple Dam Emergency plans
Creation of pre-event Memorandums of Understanding with local vendors to provide goods and services during emergencies
Ex: Supermarkets, Gas stations, Pharmacies, Building Supplies, Heavy Equipment, etc.
Assess the Gloucester Emergency Management Program in accordance with National Standards per the following.
<i>Emergency Management Standard by the Emergency Management Accreditation Program (EMAP)</i>
<i>"Duties of the Local Emergency Management Director (EMD)" distributed to each EMD by MEMA</i>
Scheduled- FEMA Homeland Security Exercise and Evaluation Planning (HSEEP)- certified Exercises
NERAC Regional Evacuation Tabletop Exercise completed 12/14/11
Gloucester Table top Exercise on opening and staffing Fuller shelter scheduled for 1/9/12
Gloucester Functional Exercise - (date TBD -Spring 2012)
Grants and Cost Recovery
FEMA recovery of \$144,715.21 for January 2011 Blizzard (75% of submitted costs)
CERT Program Grant 2011 for \$3,000
CERT Program Grant 2012 for \$2,500
Cost Recovery of \$2,112.45 from National Grid for January 11-13 2011 power interruption (Fire Department overtime costs)
NERAC grant of \$4,000 for Trailer to be used to store FD confined space equipment
Confined Space training cost waiver of \$60,000 for FD to rescue workers entrapped in City owned water/sewer spaces and private industrial locations
NERAC grant of \$14,140 to create radio base backup at EOC for all City VHF radio users (Fire, DPW, CERT, Coastguard)
Emergency Management Preparedness Grant of \$11,000 - January 2011 (FY 2009)
Emergency Management Preparedness Supplemental Grant- January 2012 (FY 2009 competitive supplemental)-didn't get
Emergency Management Preparedness Grant-January 2012 (FY 2010) application period not open yet
Cost recovery of \$8,171 for DPW expenses incurred during the Hooksett Sewer Disk release incident
Waiver of \$4,000 Comcast costs to re connect Fuller to the Comcast system
FEMA Hurricane Irene reimbursement of approximately \$14,000
Donated vehicle for Emergency Management-former National Grid step van valued at \$3,500

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:
#2012-SBT

TREASURER

10 DATE: 1/3/2012 BALANCE IN ACCOUNT \$95,510.00

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #
101000.10.900.52000.0000.00.000.00.052

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

Special Reserve, Contractual Services
Account Description

EXPLANATION OF SURPLUS:

Funds placed in this account by City Council during
budget process.

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #
101000.10.291.52001.0000.00.000.00.052

Civil Defense, Special Contractual Services
Account Description

ANALYSIS OF NEED(S):

To fund contractual services for administrative assistance for the
emergency management function.

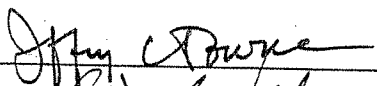
TOTAL TRANSFER AMOUNT \$9,600.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$85,910.00

TO ACCOUNT: \$9,600.00

APPROVALS:

DEPT. HEAD: 

ADMINISTRATION: 

BUDGET & FINANCE: _____

CITY COUNCIL: _____

DATE: 1/4/12

DATE: 1/4/12

DATE: _____

DATE: _____

City Hall Annex
Three Pond Road
Gloucester, MA
01930



TEL 978-281-9781
FAX 978-281-9779
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

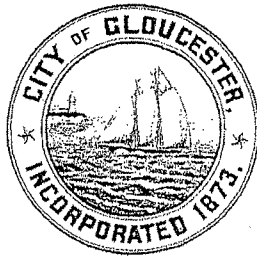
TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director
RE: 2011 PARC's grant
DATE: January 3, 2012

In 2011, the City applied for two PARC grants - for Newell Stadium and for Burnham's field - from the Massachusetts Division of Conservation Services. Usually the awards are announced in October and the recipients are immediately required to both accept the grant award and a resolution as provided by DCS (and as shown on the attached.)

The granting of the awards has been delayed this year, but the representative of the PARC's program is advising all communities to adopt the necessary resolution contingent upon receipt of the award, as delaying this step will put the program behind schedule.

Please find attached the grants checklist and accompanying materials for the acceptance of the two PARC grants and the two resolutions that the city is asked to accept. Please forward this information to the City Council for their acceptance of the grants, and adoption of the resolutions, should we be fortunate enough to be granted such.

Thank you.



City of Gloucester
Grant Application and Check List

Granting Authority: State XX Federal _____ Other _____

Name of Grant: Parkland Acquisitions and Renovations Communities (PARC) Grant

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: Division of Conservation Services

Object of the application: \$500,000 grant for restoration of the athletic field at Newell Stadium

Any match requirements: Yes, \$392,857 minimum (44%) [Note: From Bond Funds]

Mayor's approval to proceed: *[Signature]* 1/4/12
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME:

Community Development Department

ACCOUNT NAME:

Newell Parcel Grant 2012

FUND NUMBER AND NAME: (N/A FOR NEW FUND)

n/a

CFDA # (Required for Federal Grants):

n/a

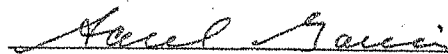
DATE PREPARED:

1/3/2012

APPROVED
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4 _____)				
46800				\$500,000 - \$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5 _____)				
52000	\$500,000			\$500,000 - \$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE



DATE ENTERED (AUDIT):

AUDITING DEPARTMENT INITIALS

FORM: AUDIT ACCOUNT BUDGET - V1

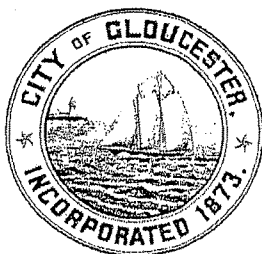
RESOLUTION TO APPLY AND ACCEPT GRANT FUNDS TO IMPROVE NEWELL STADIUM

A RESOLUTION TO FILE AND ACCEPT GRANTS WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS FOR THE PARKLAND ACQUISITIONS AND RENOVATIONS COMMUNITIES (PARC) GRANT PROGRAM FOR IMPROVEMENTS TO NEWELL STADIUM IN THE CITY OF GLOUCESTER MASSACHUSETTS

- Whereas: Newell Stadium provides important recreational facilities to Gloucester residents including an athletic field and track facilities, the improvements to this facility are a City priority as evidenced in the most recent Open Space and Recreation Plan; and
- Whereas: Newell Stadium (Assessor's Map 4 Lot 1; Essex South Registry of Deeds Book 1821 Page 365) was taken by the City of Gloucester Board of Park Commissioners on May 7, 1906 for the establishment of a public park under Chapter 28 of the Revised Laws of the Commonwealth (1906) (predecessor statute to MGL Chapter 43 Section 3) and is permanently dedicated to park and recreation purposes;
- Whereas: The Newell Renewal Project will install durable field turf, an 8-lane track, field venues and accessible paths and bleachers, etc.; and
- Whereas: The Executive Office of Energy and Environmental Affairs (EOEEA) is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Parkland Acquisitions and Renovations Communities (PARC) Grant Program; and
- Whereas: Site preparation and installation of the durable field turf will cost a total of \$1,463,646 (One Million Four Hundred Sixty Three Thousand Six Hundred Forty Six Dollars) and the City has allocated \$963,646 in Bond Funds for site preparation and installation of the durable field turf; and
- Whereas: The Budget and Finance Committee of the Council has reviewed and approved this Resolution as required by City Ordinance.

NOW, THEREFORE, BE IT

1. That the Mayor is hereby authorized to apply for a \$500,000 PARC grant from the Executive Office of Energy and Environmental Affairs to fund site preparation and installation of durable field turf at Newell Stadium; and
2. That the City Council, in the event the Secretary of Energy and Environmental Affairs offers the City the grant, hereby agrees to accept such grant and dedicate \$963,646 in Bond Funds previously authorized by vote of the Gloucester City Council on February 2, 2011 towards site preparation and installation of the durable field turf to serve as a match; and
3. That the Mayor is hereby authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Community Development Department; and
4. That this resolution shall take effect upon passage.



City of Gloucester
Grant Application and Check List

Granting Authority: State XX Federal _____ Other _____

Name of Grant: Parkland Acquisitions and Renovations Communities (PARC) Grant

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: Division of Conservation Services

Object of the application: \$190,909 grant for improvements to Burnham's Field

Any match requirements: Yes, \$150,000 minimum (44%) [Note: CDBG Eligible]

Mayor's approval to proceed: *[Signature]* 1/4/12
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Community Development
 ACCOUNT NAME: Burnham's PARC 2012
 FUND NUMBER AND NAME: (N/A FOR NEW FUND) N/A
 CFDA # (Required for Federal Grants): N/A
 DATE PREPARED: 1/2/2012

APPROVED
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)				
46800				190,909. \$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5_____)				
52000				\$190,909. \$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE

Paul Gami

DATE ENTERED (AUDIT)

AUDITING DEPARTMENT INITIALS

FORM: AUDIT ACCOUNT BUDGET - V1

RESOLUTION TO APPLY AND ACCEPT GRANT FUNDS TO IMPROVE BURNHAM'S FIELD

A RESOLUTION TO FILE AND ACCEPT GRANTS WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS FOR THE PARKLAND ACQUISITIONS AND RENOVATIONS COMMUNITIES (PARC) GRANT PROGRAM FOR IMPROVEMENTS TO BURNHAM'S FIELD, CITY OF GLOUCESTER MASSACHUSETTS

- Whereas: Burnham's Field provides important recreational facilities to Gloucester residents including a playground, open space and ball fields and the preservation and improvements to this facility are a City priority as evidenced in the most recent Open Space and Recreation Plan; and
- Whereas: Burnham's Field (Assessor's Map 26 Lot 17; Essex South Registry of Deeds Book 2493 Page 181) was purchased for and is dedicated to park and recreation purposes under M.G.L. Chapter 45, Section 14; and
- Whereas: Phase I of Burnham's Field renovations will greatly enhance this facility with improved infrastructure, path systems, site lighting, universal access, etc.; and
- Whereas: The main focus of the Phase I is to provide better access for all residents, enhance public safety and increase activities for neighborhood residents. This overall cost and fiscal budget constraints prevented the City from proceeding forward with implementation as one project; and
- Whereas: The project anticipates that other improvements, such as field rehabilitation, will be implemented over time in later phases, by priority as fiscal resources are available, with the intention of securing grant funding, when and if available, to assist in this effort; and
- Whereas: The Executive Office of Energy and Environmental Affairs (EOEEA) is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Parkland Acquisitions and Renovations Communities (PARC) Grant Program; and
- Whereas: Phase I of the renovations will cost a total of \$340,909 (Three Hundred Twenty Six Thousand Dollars) and the City has allocated \$150,000 in Community Development Block Grant funds for Phase I of the Burnham's Field Renovations; and
- Whereas: The Budget and Finance Committee of the Council has reviewed and approved this Resolution as required by City Ordinance.

NOW, THEREFORE, BE IT

1. That the Mayor is hereby authorized to apply for a \$190,909 PARC grant from the Executive Office of Energy and Environmental Affairs to fund renovations to Burnham's Field; and
2. That the City Council, in the event the Secretary of Energy and Environmental Affairs offers the City the grant, hereby agrees to accept such grant and dedicate \$150,000 in Community Development Block Grant funds to serve as a match; and
3. That the Mayor is hereby authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Community Development Department; and
4. That this resolution shall take effect upon passage.

Gloucester – Newell Stadium Field

Parkland Acquisitions and Renovations for Communities (PARC) Grant Program
Application Form FY 2012

Please do not reformat this form – use the fillable pdf form

Please print double-sided

Please fasten application package with a binder clip, no three-ring or plastic binders!

1. Municipality: Gloucester
Population (2010 U.S. Census): 28,789
2. Project Name: Newell Stadium Field Turf Installation
Type of Project:
☐ Acquisition – acreage ☐ New development ☒ Renovation of existing park
Project address: 26 Centennial Avenue
3. Contact Person: Sarah Garcia
Agency: Community Development Director
Address: 3 Pond Road, Gloucester MA
Zip: 01930
Telephone (978): 281-9781 Fax (978): 281-9779
Email: sgarcia@gloucester-ma.gov

Please note: the contact person is the official representative for this project as authorized under item #14(b) of this application, usually not the chief municipal officer.
4. Briefly describe the project on TWO attached pages. Use the Outdoor Recreation Project Rating System as an outline for the description, as well as the items bulleted below, to ensure the maximum score possible for your project.
 - a.) Acquisition Projects:
 - site location – in an Environmental Justice neighborhood and/or site's distance to the nearest park
 - rare species (include letter from NHESP) (to determine if NHESP must approve site plans)
 - historic or archaeological resource (include letter from MHC) (to determine if MHC must approve site plans)
 - b.) Development or Renovation Projects
 - ☐ describe facilities being developed
 - ☐ describe community needs, including park equity/need in this neighborhood, if park is in an Environmental Justice neighborhood
 - ☐ new acres dedicated as parkland
 - ☐ brownfield projects must submit 21E evaluation and, at a minimum the Executive Summary of a Phase II Comprehensive Site Assessment under state cleanup regulations (Massachusetts Contingency Plan), or a Response Action Outcome statement for each Response Tracking Number
 - c.) All Projects:
 - accessibility for the disabled
 - water based recreation (include linear footage of bordering water resource)
 - cooperation of any other governmental agency (state, federal, county) or private nonprofit, fiscal or other
 - located in a high density area, Environmental Justice neighborhood, town/city center, or area of the community that lacks park resources
 - access to a public transportation route and other urban center services
 - description of enhanced public outreach in Environmental Justice neighborhood
 - environmental education/interpretive services planned for site
 - regional or statewide facility (communities applying in either category should submit a Usage Report)
 - accessible via public transportation (within a 1/2-mile walk)
 - parking for 100 (or more) vehicles
 - provides adequate comfort stations and potable water outlets
 - serves all age groups

Gloucester - Newell Stadium Field

5. Proposed Funding:

The PARC program is a reimbursement program. Grant recipients are reimbursed after invoices have been paid. The total project cost must be raised or appropriated by the municipality shortly after project approval. If it has not already been appropriated. Costs incurred prior to grant approval and contract execution are ineligible, including design costs. Force account labor, volunteer hours, and donations are also ineligible. Refer to PARC regulations (Section 5.07) for eligible cost details. Sample budget can be found in Attachment E.

Total Eligible Project Cost:

\$1,463,646.00

PARC Request:

\$500,000 (maximum)

(52-70% of total project cost based on Equalized Valuation Per Capita, can be found on DCS web page, maximum of \$500,000)

PARC Municipal Share:

\$963,646 (66%)

(Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other:

\$ ****

(i.e. private donation to community, fund raising, etc. that will be a part of the municipal share)

*** \$200,000 from the Gloucester Fishermen Athletic Association for design expenses may be spent prior to the grant award.

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act (CPA) funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.
- Budget should be broken into two distinct fiscal years for renovation and development projects -- FY 12 costs associated with design, FY 13 costs associated with construction.

6. **Project Type:** Please indicate type of project, refer to the program's regulations for definitions (Sec 5.03) and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

- ☒ Your municipality is an urban population center (city of any size or town with 35,000 or more residents)
- ☐ Your project qualifies as a regional or statewide project (town with 35,000 or less residents whose proposed project has public transportation access and/or over 100 car parking) (submit a Usage Report)
- ☐ Your project qualifies as a "small town" project (town with 35,000 or less residents)

7. Green Communities

Has your community been designated Green Communities by the Executive Office of Energy and Environmental Affairs?

☒ Yes ☐ No

For more information on the Green Communities program, visit

<http://www.mass.gov/1pageID=606casubtopic&L1=3&L0=Home&L1=Energy%2C+Utilities+%26+Clean+Technologies&L2=Green+Communities&sid=Eoega>

8. Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclosed copy of the same (for file records only).

None, the City owns the facility and the stadium is operated by the Department of Public Works

9. Is the property permanently dedicated for park, playground, or recreation purposes (MGL Chapter 45, Section 3 or 14)? If not, please submit draft dedication language for DCS review as all PARC projects must be dedicated for park, playground, or recreation purposes.

☒ Yes

☐ No

Total acres of dedicated park land 8.23 acres

Gloucester - Newell Stadium Field

10. Are fees currently charged or proposed for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the PARC regulations (for file records only).

☐ Yes (copy attached)

☒ No

11. Municipal Open Space and Recreation Plan

Describe how your project meets the recommendations in your current Open Space and Recreation Plan. To receive points in this category, you must cite specific goals, objectives, and/or actions from the Action Plan and the associated page number references. If we already have a copy of your plan, there is no need to submit another copy.

Goal 2. Improve Existing Recreation Facilities and Create New Areas to Meet Defined Needs (See Page 106)

- b. Newell Field: Create a public-private partnership to develop a plan to fund the renovation of Newell Field including pursuit of state and foundation grants and individual donations.

The salt marsh restoration and the collaboration with the Wostrel Environmental Education at the high school will further two goals from the OSRP:

Goal 1. Improve Stewardship of Open Space

- c. Stewardship will include support for involving youth, including development and use of curriculum for classes to visit and learn about the natural environment in Gloucester

Goal 5. Strategic Preservation of Open Space

- g. Annisquam River: marsh lands should be protected and the City and property owners should work creatively with existing zoning to ensure upland development protects open space within the development and respects adjoining open space;

The location of the stadium along the Annisquam River path furthers the creation of the Green Path Network proposed in the OSRP

Goal 4. Create Strategic Connections Between Existing Open Spaces

- d. Identify and improve on-road and off-road connections to provide safe linkages for connection between recreational areas.

12. Check the following if applicable to project (for file records only):

- ☐ Yes ☒ No Prime agricultural lands (see Ex. Order #193)
☐ Yes ☒ No Cultural, historic, archeological site: Contact MA Historical Commission (617) 727-8470
☐ Yes ☒ No Endangered species habitat: Contact MA Natural Heritage Program (508) 389-6300
☐ Yes ☒ No Environmental intrusion, i.e. overhead power lines (must be buried), safety hazards
☐ Yes ☒ No Brownfield - 21E evaluation
☒ Yes ☐ No Environmental justice community/neighborhood (see EJ data viewer at <http://maps.mass.gov/ej/viewer.htm>)
☐ Yes ☒ No Acquisition involving relocation of residents, tenants, or businesses
☐ Yes ☒ No Negotiated sale

Do you have a Purchase and Sales Agreement or Agreed Price?

☐ Yes ☒ No

If yes, Amount:

\$ _____

Is Clear Title available?

☒ Yes ☐ No

If no, is an eminent domain taking anticipated?

☐ Yes ☐ No

If yes, proposed pro tanto award amount:

\$ _____

Note that if clear title is not available, the community may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Appraisal Report #1

Valuation: \$ N/A

Appraiser: _____

Valuation Date: _____

Review Appraisal Report #2 -- if land valued at over \$750,000

Valuation: \$ _____

Appraiser: _____

Valuation Date: _____

Gloucester - Newell Stadium Field

13. Check if the following permits are required (for file records only):
- | | | |
|---|--|---|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | U.S. Army Corps of Engineers (404 or Rivers and Waterways) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | MA DEP Division of Wetlands & Waterways (617) 292-5518 |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | U.S. Coast Guard |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | U.S. Dept. of Agriculture (Zoos) |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | C. 131 s. 40 Wetlands (municipal conservation commission) (SEE ATTACHMENT 15) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 626-1020 |

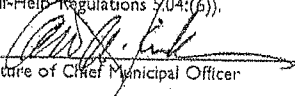
IMPORTANT NOTICE

If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.

14. Attach certification of:

- a. Applicant community's legal authority to apply for the grant and to finance and construct the proposed facilities (see Sample Municipal Vote), and the Chief Executive Officer's legal authorization to execute contracts. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the applications, including all understandings and assurances contained therein; and
- b. Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 9.04:(6)).

7/14/2011
Date


Signature of Chief Municipal Officer

Carolyn Kirk, Mayor
Name and Title (Typed)

2011-2012
Duration of Term

Mailing Address: 9 Dale Avenue

Gloucester, MA 01930

Telephone: (978) 281-9700

ATTACHMENT 3C

BUDGET DETAILS (Application Item #5)

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act (CPA) funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.
- Budget should be broken into two distinct fiscal years for renovation and development projects – FY 12 costs associated with design, FY 13 costs associated with construction.

Funding for the overall project will come from a combination of City bond funds (\$1.5 millions), donations raised through the GFAA (\$1.5 - \$2 million) and the PARCs grant (\$500,000). The attached budget includes the overall costs to do all improvements to the field, track and stadium. The budget further breaks down costs between each fiscal year and identifies those costs associated with developing the new synthetic turf field.

The widening of the field requires that the existing bleachers be demolished. The field and stadium sit on filled lands. Soil borings indicate a significant peat layer under the fill contributes to the settlement that has occurred over the last 75 years. The preliminary geotechnical plans call for "surcharging" the existing field in order to compress the field and avoid settlement over the useful life of the field turf. (The bleachers will be placed on pilings to avoid future settlement and warping).

Once the surcharge materials have been removed, drains and a layer of stone will be laid over geotextile as part of the preparation for the installation of the synthetic field turf. Concrete curbing that forms the edge of the track will be installed and used to anchor the field turf carpet. The rubberized turf filler will be then groomed into the carpet.

The total estimated costs associated with the installation of the field turf is \$1,463,646. The budget projects that \$500,000 in PARCs funds will be used towards the installation of the field turf in FY 2013 with the balance being provided by City bond funds. The project budget proposes to use the GFAA funds for the final design since a significant portion of the design funds will be expended prior to the availability of any PARCs funds.

City of Gloucester – Renewal of Newell Stadium PARC Application FY 2012

Newell Stadium - Cost Estimate 7-14-2011

What Does it Cost?

	2011 GFAA Estimate	Estimate + 5% Contingency	Costs FY 2012	Costs FY 2013 & 2014	PARCs Cost FY 2013
1. Site Preparation	\$65,264	\$68,527		\$68,527	\$68,527
2. Demolition	\$39,020	\$40,971		\$40,971	\$40,971
3. Synthetic Turf Field Preparation	\$142,887	\$150,031		\$150,031	\$150,031
4. Concrete	\$126,680	\$133,014		\$133,014	
5. Athletic Surfacing (Synthetic Turf Grass)	\$479,840	\$503,622		\$503,622	\$503,622
6. Athletic Surfacing (Natural Turf Grass)	\$47,750	\$50,138		\$50,138	\$50,138
7. Subsurface Drainage (Synthetic Turf Field)	\$91,788	\$96,377		\$96,377	\$96,377
8. Fencing	\$107,220	\$112,581		\$112,581	
9. Storm Drainage	\$22,400	\$23,520		\$23,520	\$23,520
10. Equipment	\$17,000	\$17,850		\$17,850	
11. Soil Stabilization	\$3,000	\$3,150		\$3,150	\$3,150
12. Track and Field Construction	\$316,465	\$332,288		\$332,288	
13. Walkways	\$100,085	\$105,089		\$105,089	
14. Spectator Seating	\$639,200	\$671,160		\$671,160	
15. Athletic Field Lighting	\$250,000	\$262,500		\$262,500	
16. Resilient Track Surfacing	\$187,072	\$196,426		\$196,426	
17. Discus and Shot Put Venues	\$13,986	\$14,685		\$14,685	
18. Pole Vault & Long-Jump	\$33,000	\$34,650		\$34,650	
19. Soil Surcharging (Option #1)	\$502,200	\$527,310		\$527,310	\$527,310
Subtotal Construction Costs	\$3,184,657	\$3,343,890		\$3,343,890	\$1,463,646
Final Design & Permitting (~7%)	\$222,926	\$236,110	\$236,110		
Construction Mgt (0.5 FTE for 2 yrs)	\$60,000	\$60,000		\$60,000	
Total Cost	\$3,467,583	\$3,640,000	\$236,110	\$3,403,890	

Where will the Money Come From?

	SOURCE(S)	AMOUNT
Final Design & Permitting & Construction Mgt	GFAA	\$236,110
"	City - Bond	\$200,000
Synthetic and Natural Turf (Items 1,2,3,5,6,7,9,11,19)	City - Bond	\$96,110
	PARC Grant	\$1,463,646
Stadium/Seating (Items: 4,8,13,14,15)	Private	\$963,646
	City - Bond	\$500,000
Track Facilities & Equipment (Items: 10,12,16,17,18)	Private	\$1,284,344
	City - Bond	\$1,284,344
	City - Bond	\$595,000
	Private	\$440,243
	Total Uses	\$155,656
Type of Source		\$3,640,000
City Bond		
Grants (PARCs)		\$1,500,000
Private, Pledges, In-Kind		\$500,000
Total Sources - By Type		\$1,840,000
		\$3,640,000

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

July 14, 2011

Melissa Cryan
RE: EEA 12 DCS 02
Executive Office of Energy and Environmental Affairs
100 Cambridge Street – Suite 900
Boston, MA 02114

Re: Request for Responses (RFR) ENV 12 DCS 02-Revised June 28, 2011
Parkland Acquisitions and Renovations for Communities (PARC) Grant Program FY 12
Burnham's Field, Gloucester

Dear Ms. Cryan:

The City of Gloucester is pleased to submit this application for a Parkland Acquisitions and Renovations for Communities (PARCs) grant to renovate Burnham's Field in Downtown Gloucester.

The City is also forwarding the final draft of the City's Open Space and Recreation Plan that incorporates revisions based on public comments and comments received from the Division of Conservation Service and the Metropolitan Area Planning Council. The final draft plan and grant application represent a renewed commitment by the citizen's of Gloucester and my administration to the wealth of open space and recreation areas in our City.

I hereby authorize Sarah Garcia the City's Community Development Director to be the City's lead contact for the grant application. If you have any further questions regarding this application please contact Ms. Garcia or Stephen Winslow, *Get Fit Gloucester!* Project Manager at 978-281-9781.

Sincerely yours,


Mayor Carolyn Kirk

cc: Sarah Garcia, Director of Community Development

City of Gloucester – Burnham's Field Renovation – Phase I

**Parkland Acquisitions and Renovations for Communities (PARC) Grant Program
Application Form FY 2012**

Please do not reformat this form – use the fillable pdf form

Please print double-sided

Please fasten application package with a binder clip, no three-ring or plastic binders!

1. Municipality: Gloucester
Population (2010 U.S. Census): 28,789
2. Project Name: Burnham's Field Renovation Phase I
Type of Project:
☐ Acquisition – acreage ☐ New development ☒ Renovation of existing park
Project address: 75 Pleasant Street
3. Contact Person: Sarah Garcia
Agency: Community Development Director
Address: 3 Pond Road, Gloucester MA
Zip: 01930
Telephone (978) 281-9781 Fax (978) 281-9779
Email: sgarcia@gloucester-ma.gov

Please note: the contact person is the official representative for this project as authorized under item #14(b) of this application, usually not the chief municipal officer.

4. Briefly describe the project on **TWO** attached pages. Use the Outdoor Recreation Project Rating System as an outline for the description, as well as the items bulleted below, to ensure the maximum score possible for your project.
 - a.) Acquisition Projects:
 - site location – in an Environmental Justice neighborhood and/or site's distance to the nearest park
 - rare species (include letter from NHESP) (to determine if NHESP must approve site plans)
 - historic or archaeological resource (include letter from MHC) (to determine if MHC must approve site plans)
 - b.) Development or Renovation Projects
 - ☐ describe facilities being developed
 - ☐ describe community needs, including park equity/need in this neighborhood, if park is in an Environmental Justice neighborhood
 - ☐ new acres dedicated as parkland
 - ☐ brownfield projects must submit 21E evaluation and, at a minimum the Executive Summary of a Phase II Comprehensive Site Assessment under state cleanup regulations (Massachusetts Contingency Plan), or a Response Action Outcome statement for each Response Tracking Number
 - c.) All Projects:
 - accessibility for the disabled
 - water based recreation (include linear footage of bordering water resource)
 - cooperation of any other governmental agency (state, federal, county) or private nonprofit, fiscal or other
 - located in a high density area, Environmental Justice neighborhood, town/city center, or area of the community that lacks park resources
 - access to a public transportation route and other urban center services
 - description of enhanced public outreach in Environmental Justice neighborhood
 - environmental education/interpretive services planned for site
 - regional or statewide facility (communities applying in either category should submit a Usage Report)
 - accessible via public transportation (within a 1/2-mile walk)
 - parking for 100 (or more) vehicles
 - provides adequate comfort stations and potable water outlets
 - serves all age groups

City of Gloucester – Burnham's Field Renovation – Phase I

5. Proposed Funding:

The PARC program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid. The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated. Costs incurred prior to grant approval and contract execution are ineligible, including design costs. Force account labor, volunteer hours, and donations are also ineligible. Refer to PARC regulations (Section 5.07) for eligible cost details. Sample budget can be found in Attachment E.

Total Eligible Project Cost:

\$ 340,909

PARC Request:

\$ 190,909

(52-70% of total project cost based on Equalized Valuation Per Capita, can be found on DCS web page, maximum of \$500,000)

PARC Municipal Share:

\$150,000

(Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other:

\$0*

(i.e. private donation to community, fund raising, etc. that will be a part of the municipal share)

* Material donations only

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act (CPA) funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.
- Budget should be broken into two distinct fiscal years for renovation and development projects – FY 12 costs associated with design, FY 13 costs associated with construction.

6. Project Type: Please indicate type of project, refer to the program's regulations for definitions (Sec 5:03) and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

☒ Your municipality is an urban population center (city of any size or town with 35,000 or more residents)

☐ Your project qualifies as a regional or statewide project (town with 35,000 or less residents whose proposed project has public transportation access and/or over 100 car parking) (submit a Usage Report)

☐ Your project qualifies as a "small town" project (town with 35,000 or less residents)

7. Green Communities

Has your community been designated Green Communities by the Executive Office of Energy and Environmental Affairs?

☒ Yes ☐ No

For more information on the Green Communities program, visit

<http://www.mass.gov/?pageID=eoeasubtopic&L=3&L0=Home&L1=Energy%2C+Utilities+%26+Clean+Technologies&L2=Green+Communities&sid=Eoea>

8. Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclosed copy of the same (for file records only).

None, the City owns the land and the DPW maintains the area.

9. Is the property permanently dedicated for park, playground, or recreation purposes (MGL Chapter 45, Section 3 or 14)? If not, please submit draft dedication language for DCS review as all PARC projects must be dedicated for park, playground, or recreation purposes.

☒ Yes

☐ No

Total acres of dedicated park land 6.7 acres

City of Gloucester – Burnham's Field Renovation – Phase I

10. Are fees currently charged or proposed for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the PARC regulations (for file records only).

☐ Yes (copy attached) ☒ No

11. Municipal Open Space and Recreation Plan

Describe how your project meets the recommendations in your current Open Space and Recreation Plan. To receive points in this category, you must cite specific goals, objectives, and/or actions from the Action Plan and the associated page number references. If we already have a copy of your plan, there is no need to submit another copy.

The renovation of Burnham's field and park has been identified as a key goal for improving recreation facilities in Gloucester on Page 106 of the March 31, 2011 version of Gloucester's Open Space and Recreation Plan:

Goal 2: Improve Existing Recreation Facilities and Create New Areas to Meet Defined Needs

The City should improve and maintain its recreational facilities paying special attention to:

- a. Burnham's Field: replace damaged facilities and fences, improve lighting and provide better access for residents and police patrols

New signs will be placed at the entrances that will serve as models that will further sub-Goals 3a and 3b. of the Plan to develop and install improved signage and gateways for open space and recreation areas in Gloucester.

The paths through Burnham's Field may also ultimately connect to the conceptual Green Path Network that is proposed as a way to achieve Goal 4 of the plan to identify and create Green Linkages between open space and recreation areas in Gloucester.

12. Check the following if applicable to project (for file records only):

- ☐ Yes ☒ No Prime agricultural lands (see Ex. Order #193)
☐ Yes ☒ No Cultural, historic, archeological site: Contact MA Historical Commission (617) 727-8470
☐ Yes ☒ No Endangered species habitat: Contact MA Natural Heritage Program (508) 389-6300
☐ Yes ☒ No Environmental intrusion, i.e. overhead power lines (must be buried), safety hazards
☐ Yes ☒ No Brownfield – 2 IE evaluation
☒ Yes ☒ No Environmental justice community/neighborhood (see EJ data viewer at <http://maps.massgis.state.ma.us/EJ/viewer.htm>)
☐ Yes ☒ No Acquisition involving relocation of residents, tenants, or businesses
☐ Yes ☒ No Negotiated sale

Do you have a Purchase and Sales Agreement or Agreed Price?

☐ Yes ☒ No

If yes, Amount:

\$

Is Clear Title available?

☒ Yes ☐ No

If no, is an eminent domain taking anticipated?

☐ Yes ☐ No

If yes, proposed pro tanto award amount:

\$

Note that if clear title is not available, the community may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Appraisal Report #1

Valuation: \$ N/A

Appraiser: _____

Valuation Date: _____

Review Appraisal Report #2 – if land valued at over \$750,000

Valuation: \$ _____

Appraiser: _____

Valuation Date: _____

City of Gloucester -- Burnham's Field Renovation -- Phase I

13. Check if the following permits are required (for file records only):
- | | | |
|------------------------------|--|---|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | U.S. Army Corps of Engineers (404 or Rivers and Waterways) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | MA DEP Division of Wetlands & Waterways (617) 292-5518 |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | U.S. Coast Guard |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | U.S. Dept. of Agriculture (Zoos) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | C. 131 s. 40 Wetlands (municipal conservation commission) (SEE ATTACHMENT XX) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 626-1020 |

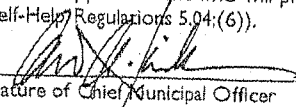
IMPORTANT NOTICE

If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.

14. Attach certification of:

- a. Applicant community's legal authority to apply for the grant and to finance and construct the proposed facilities (see Sample Municipal Vote), and the Chief Executive Officer's legal authorization to execute contracts. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the applications, including all understandings and assurances contained therein; and
- b. Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 5.04:(6)).

7/14/2011
Date


Signature of Chief Municipal Officer

Carolyn Kirk, Mayor
Name and Title (Typed)

2011-2012
Duration of Term

Mailing Address: 9 Dale Avenue

Gloucester, MA 01930

Telephone: (978) 281-9700

ATTACHMENT 3B – BUDGET DETAILS (Application Item #5)

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act (CPA) funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.
- Budget should be broken into two distinct fiscal years for renovation and development projects – FY 12 costs associated with design, FY 13 costs associated with construction.

Funding Sources: The project will be funded through a combination of Community Development Block Grant funds and PARCs funds. CDBG fund will contribute \$50,000 towards design and \$100,000 for construction. PARCs funds will be used for construction.

Donations will be limited to in-kind donations of volunteer time and materials so they have not been included in the project budget. Those time and material will be primarily dedicated to adding community garden plots. The Food Project arranges for compost. The City DPW picks up and delivers the compost while volunteers move the compost into planting beds.

Fiscal Year: The City plans to spend \$50,000 for design of the improvements in FY 2012. Construction would commence and be completed in FY 2013 using \$100,000 in City funds and \$190,909 in PARCs funds. The attached project budget provides a breakdown of the cost of the proposed improvements in detail. The budget includes \$91,550 for a new playground and a water play area, \$87,780 for paths, lighting and security improvements, \$23,200 for replacing and adding fencing, \$27,200 for trees, benches, a plaque and other landscape amenities and \$27,300 to pave the parking lot to improve ADA access from that area.

Burnham's Field -- Phase I -- Budget Details

<u>Sources</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>Total</u>
CDBG Funds FY 2012	\$50,000	\$0	\$50,000
CDBG Funds FY 2013		\$100,000	\$100,000
PARC Funds (56%)		\$190,909	\$190,909
			\$0
Total Funding Sources	\$50,000	\$290,909	\$340,909

<u>Uses</u>	<u>Cost</u>			
Design/Survey				\$50,000
<u>Construction</u>	<u>Quantity</u>	<u>Unit</u>	<u>Cost/per Unit</u>	<u>Item Cost</u>
Mobilization	1	Each	\$6,500	\$6,500
Demolition and Removal of Bulky Items	5	Crew - Days	\$200	\$1,000
Accessible Play Structure & Swings	1	Structure	\$52,000	\$52,000
ADA Play Surface - Recycled Rubber				
Mulch	1600	Square Foot	\$13	\$20,800
Paved Seating Area	2400	Square Feet	\$4	\$9,600
Asphalt Walk - 8-foot wide	750	Linear Foot	\$42	\$31,500
Crushed Stone Walk 8-feet wide	720	Linear Foot	\$24	\$17,280
Replace Fence - 4-foot High	140	Linear Feet	\$80	\$11,200
Community Garden Expansion	16	Plot	\$100	\$1,600
Water Play Feature	750	Square feet	\$25	\$18,750
Fence for Garden 4-ft High	150	linear feet	\$80	\$12,000
Security System	1	Camera	\$3,000	\$3,000
Lighting - Solar Powered/Foundation	12	Units	\$3,000	\$36,000
Plaque	1	Stone	\$2,000	\$2,000
Trees	11	Each 2-3" Caliper	\$1,000	\$11,000
Trash/Recycling Receptacles	3	Eacg	\$1,000	\$3,000
<u>Parking Lot - ADA Surface, 6" deep**</u>	<u>7280</u>	<u>Square Feet</u>	<u>\$3.75</u>	<u>\$27,300</u>
Construction Sub-total				\$264,530
Construction Contingency (~10%)				\$26,379
Project Total (Design + Construction)				\$340,909



CITY OF GLOUCESTER 2012 CITY COUNCIL ORDER

ORDER: #CC2012-003
Councillors: Paul McGeary, Bruce Tobey, Greg Verga
and Robert Whynott

DATE RECEIVED BY COUNCIL: 01/10/12
REFERRED TO: B&F
FOR COUNCIL VOTE:

RESOLUTION

Resolved, that in order to facilitate a community dialogue on whether and how to fund cost items for which it is estimated there will be inadequate revenue in Fiscal Year 2013, the City Council requests that the Mayor, in preparing the city's budget for Fiscal Year 2013 prepare as well a list of expenses that she was unable to fund within the current budget constraints, but which were requested by the heads of the various city departments during the budget preparation process.

The list may include both operating expenses and capital requests as well as interest on borrowing that could not be accommodated within the mayor's budget proposal.

This resolution be referred to the Budget and Finance Committee for review and recommendation.

Respectfully submitted,

Paul McGeary
Ward 1 Councilor

Bruce Tobey
Councilor At Large

Greg Verga
Ward 5 Councilor

Robert Whynott
Councilor At Large



CITY OF GLOUCESTER 2012 CITY COUNCIL ORDER

ORDER: Councillor	#CC2012-001 Jackie Hardy
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DATE RECEIVED BY COUNCIL: 01/10/12 REFERRED TO: O&A and B&F FOR COUNCIL VOTE:
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ORDERED that the City Council review the salary of the office of the Mayor as in accordance with the Gloucester City Charter, Article 3, Sec. 3-1(c) and amend Code of Ordinances Sec. 2-54 accordingly.

And Further

ORDERED that this matter be referred to the Ordinances and Administration Committee and the Budget and Finance Committee for review and recommendation.

Jacqueline Hardy
Ward 4 Councillor

Article 3-1(c) *Compensation* — The city council shall by ordinance establish an annual salary for the mayor. No ordinance establishing or increasing such salary shall be effective unless it shall have been adopted in the first eighteen months of the term for which councilors are elected and it provides that such salary is to be effective at the commencement of the next term of office of the mayor.